

TRF SME survey company submission terms and conditions

INTRODUCTION

These Terms and Conditions ("Terms") govern your participation in the survey conducted by the Thomson Reuters Foundation (TRF). By participating, you agree to be bound by these Terms. If you do not agree, please do not proceed with the survey.

1. Responding to our survey

1.1 General. All information you provide in this survey will be treated as confidential. Your responses will only be accessed by the TRF team, and your own organisation save for to the extent set out in 1.1.2 below. No individual company data will be made public.

- 1.1.1 Confidentiality. Your survey responses will not be published on our website. All responses will remain confidential.
- 1.1.2 Investor sharing. Data will only be shared with our signatory investors in an anonymous and aggregated way, through insights reports or research outputs, ensuring that no individual company can be identified.
- 1.1.3 TRF does not make any judgement as to the importance or accuracy of the information provided by participating companies.

1.2 Deadline for responding. Please submit your response using our online platform by 31 Nov 2025 to be included as a responder.

- 1.2.1 Responding companies may be acknowledged in aggregate (for example, "X companies participated"), but no individual company or data will be identified.
- 1.2.2 Any recognition will be based on anonymous or aggregated data, without revealing individual company information.

1.3 Responding process.

- 1.3.1 All your answers need to be submitted on the Alchemer platform via the link provided. Data submitted via Alchemer will be stored securely in the following third – party platforms; Alchemer and Share Point.
- 1.3.2 Engagement for this survey will be conducted by the responsible business team at TRF and contracted individuals.

1.4 Analysis of responses. Each company may receive a confidential gap analysis, showing how their score compares to sector and country peers, provided only to the company itself.

- 1.4.1 The gap analysis is confidential and will not be shared publicly or with signatory investors on an individual basis. Any data shared externally will be anonymised and aggregated.
- 1.4.2 Highlighting good practice. Examples of good practice may be included in insights reports, but only in anonymised and aggregated form, so no company is identifiable.

2. Data protection

2.1 "Data Protection Laws" refers to all applicable data protection and privacy laws including the EU General Data Protection Regulation and the UK Data Protection Act 2018.

2.2 Any personal data you provide will be processed in line with these laws. Please see our [Privacy Policy](#) for details on how we collect, use, and protect your data.

3. Important representations

By submitting your survey response, you confirm that: (a) the person submitting is authorised to do so; (b) you have all necessary consents and permissions to submit the response; (c) your response: (i) does not infringe the rights of any third party; (ii) does not defame any third party; and (iii) does not include any personal data unless necessary and permitted.

4. Contact Information

If you have any questions or concerns regarding these Terms or the survey, please contact us at [insert Contact Email].

5. Changes to These Terms

We reserve the right to modify these Terms at any time. Any changes will be posted on this page, and your continued participation in the survey will constitute your acceptance of the updated Terms.

6. Voluntary Participation

Your participation in this Survey is entirely voluntary. You have the right to decline to participate, to skip any questions you do not wish to answer, and to withdraw from the survey at any time without providing a reason.

7. Governing Law

These terms and conditions, its subject matter and its formation (and any non-contractual disputes or claims) are governed by English law. Both you and we agree that the courts of England and Wales will have exclusive jurisdiction.